

~~SECRET~~

14 AUG 1964

Approved For Release 2003/05/05 : CIA-RDP80B01676R000700090026-0

Cable Secretariat
Standing Operating Procedure

[REDACTED]
CABLE DISSEMINATION

25X1

25X1

1964

EX/DIR REQUIREMENTS

25X1

1. MISSION: The Executive Director-Comptroller is responsible for overall management of the Agency and of the Office of the Director; for coordinating component activities; for directing the budget, program analysis, and manpower functions of the Agency; and for performing such other duties as may be assigned by the Director and the Deputy Director. The Executive Director-Comptroller is charged with ensuring necessary action by the proper component on decisions of the Director and the Deputy Director; with overseeing internal management; and with ensuring coordination of component activities. He ensures that all components are kept advised of policy decisions or intra-governmental actions affecting them, and he reviews all papers requiring action by the Director or Deputy Director. As "Chief of Staff" of the Agency, the Executive Director-Comptroller acts for or in the absence of the Director and the Deputy Director in exercising his directive and approval authority.

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Next 1 Page(s) In Document Exempt

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TRANSMITTAL SLIP		DAT 3. 18/64
TO: EX/DIR		
ROOM NO.	BUILDING	
REMARKS: <i>Your copy of revised</i>		
FROM: C/S		
ROOM NO. 1A55	BUILDING 2095	EXTENSION _____
FORM NO. 241 1 FEB 55	REPLACES FORM 368 WHICH MAY BE USED.	★ GPO : 1957—O-439445 (47)

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